Instructions for Completing the Historic Properties Survey Form (KHC 2016-1)

The 2016 Historic Properties Survey Form was revised in 2016 to conform to modern technological updates and needs. The current form only takes us so far; however, as **electronic submission is not possible at this time**. We hope that we may obtain funding in the near future to both digitize past survey forms and accept new forms in digital format.

This survey form is intended for use in documenting individual buildings such as houses, outbuildings, schools, industrial buildings, public buildings etc. This form may also be used for structures, such as bridges and culverts, and landscapes, such as cemeteries and parks. A form for landscapes and structures will be completed by early 2017. After completion of the landscape and structure forms, this building form may no longer be used for these types of resources. Further guidance on which form to use will be issued at that time.

PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THIS FORM:

Whether you are a first-time user or are an expert at completing building forms, please read these directions thoroughly, as the form and instructions have received substantive changes. A few important items to note regarding the new building form:

1- Dropdown menus are available for PC users where noted in the instructions. Bullet points 10-12 below outlines potential accessibility issues for Mac users.

   *Technology tip--You can access the dropdown menus by clicking where the box notes availability to "Choose One." Left click on this phrase and a down arrow will appear. Click on the down arrow to select an option from the dropdown menu. Additional information and/or any information coded as "Other" should be specified in the grey box next to the dropdown menu box.
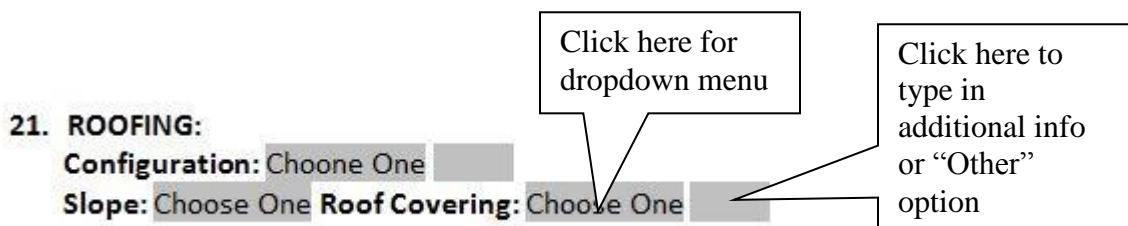
2- Please only utilize the codes in the instructions below. These codes are specific to our database and cannot be altered for any reason.
3- **Do not hit enter after typing any text directly into form**. There are categories where this will alter the format. We cannot accept forms in which the format has been significantly altered.
4- Draft forms can be reviewed electronically, but the final copy must be printed in color (back-to-back print is preferable). Please contact the Survey Coordinator for advance approval of electronic draft submissions at: rachel.kennedy@ky.gov or by telephone at 502-564-7005 x 124.
5- Once you have finalized the draft form in coordination with the Survey Coordinator, please print the form **in color**, staple the pages together at the left-hand corner, and mail to the KHC Survey Coordinator.

6- If you have more than one form to submit, please collate your pages by resource number and staple each form at the top left-hand corner. No binding is necessary (or accepted) for survey forms. We do not accept forms that have been hole-punched, or placed in binders or folders.

7- Survey forms should be accompanied by a brief letter or email stating the purpose of the project and the site numbers contained therein.

8- **Please only report on current conditions on the site. In other words, document the property as it is now, rather than as it was at some point in the past or future**. If the project intends to restore a property to a certain point in time, please note that in #25. Use #25 also to discuss how the building has been altered over time if this is an intensive survey or a survey in advance of National Register listing.

For Mac users only:

9- There may be compatibility issues for Mac users of Word. Items 9, 10, and 15 as well as the county code in the header may not be able to be accessed by Mac Word users.

10- If you are using the Mac version of Word and have these difficulties, please complete Items 9, 10, 15, and the county code header by typing the code and descriptive language in the grey box beside the dropdown menu box. Please include **both** the code and the descriptive language for the code.

11- Mac users may also have difficulties inserting photos using Word. If this is an issue, please save the Word file as a PDF and insert the photos.

For Previously Recorded Sites:

12- If this property has been previously recorded, then your form is considered a resurvey. You must resurvey a property if **any** of the following conditions apply: (1) the property has not been surveyed in the past five years, (2) substantative changes have been made to the property that may impact its integrity, or (3) new information has come to light that may add to the property's significance.

13- For resurveys, please see the Previously Recorded Resources Section under Resource # in Header Instructions below regarding how to number your sites.

14- For resurveys, please check the resurvey box in item #7 and complete the following items: header info, 1 – 8, 10, 12, 13, 17, 23, and 24. Please complete the other categories, only if the information has changed or was not included in the previous recorded survey form.

HEADER INSTRUCTIONS

COUNTY: (Dropdown Menu Available)

Select the county name from the dropdown menu. Mac users must type this in the grey box next to the dropdown menu.

RESOURCE #: Enter the KHC resource number (assigned by KHC) in the grey box

Kentucky's Historic Survey site numbers are organized alpha-numerically, and include a county prefix and a site number. Thus, the alpha-numeric site number FR-112 indicates that the site is the 112th

site included in the survey of Franklin County. Some urban areas have prefixes of their own, such as FRF-26, which is the 26th site surveyed located in downtown Frankfort in Franklin County. These entries are maintained in a searchable GIS-based survey database and are filed in hard copy at the KHC office in Frankfort.

Newly Recorded Sites

At the start of your project, please contact the Survey Coordinator to obtain KHC site numbers. The following information is needed to assign KHC site numbers:

> 1-The county or counties your project is located in. If the project is within the incorporated boundaries of a town/city, please include that information in your request
> 2-A site map showing the field site properties on an aerial or topographic map
> 3- The name(s) of the topo maps in your project area
> 4-If the site number request is for a Section 106-related project, please include your KHC project registration number, e.g. FY16-2222

If you need assistance locating this information, please email the Survey Coordinator at: rachel.kennedy@ky.gov or by telephone at 502-564-7005 x 124.

Since a property's resource number is unique, it will be used for identification purposes in perpetuity. It is used to identify resources on the survey maps; it is written on the forms; used to identify related digital files; reported on any National Register nomination forms; included in CRM reports; and recorded at the top of all survey form continuation sheets and attachments. **It is extremely important that you record it consistently on all materials!**

Following that, please double-check your site check report and/or other documentation sent by us to you so that you do not have to reprint your forms and reports. We will not accept materials with inaccurate survey numbers, as this is the key to identifying the property in perpetuity.

At the close of you project, please return any un-used survey numbers to the KHC Survey Coordinator for re-assignment.

Previously Recorded Resources

New survey numbers may not be used to document a previously surveyed resource. A property maintains the same site number as long as there are resources associated with the property's important history or architecture. This means that if the property is re-visited for another survey, the same number should be used. The KHC number applies to the entire parcel and not just to the main house. Even if the main house is gone, the survey should include information about the associated outbuildings and structures.

Documenting Primary and Secondary Resources

Sub-numbers or letters are used on complex sites with more than one surveyed resource. A typical example of this might be a farm with historic outbuildings and landscape features. In these instances, a site plan should be included in #27 and each resource should be assigned a sub-number. For example, the farm house might be recorded as BN-321. An outbuilding on this site would be recorded as BN-321.1, and then another resource at the site as BN-321.2, etc.

EVALUATION: (Dropdown Menu Available)

Enter your evaluation of the resource for the National Register of Historic Places (NRHP). Please consider all criteria for evaluation (A-C), as discussed in NRHP Bulletin 16A: https://www.nps.gov/nr/publications/bulletins/nrb15/

If you believe the resource is eligible, include a statement of significance in the space for Comments/Historical Information at the lower right hand corner of the form.

A	NRHP Individually listed
H	NRHP Contributing to a district
I	NRHP Non-Contributing to a district
D	Eligible: individually
N	Eligible: member of a group i.e. a district
S	Ineligible
U	Insufficient information

SHPO EVALUATION: This space is for official SHPO determinations of eligibility. Please leave blank.

CONDITION: (Dropdown Menu Available)

E	Excellent-fully utilized
G	Good-in good state of repair
F	Fair-under maintained
P	Poor-in need of major repairs
R	Ruins, beyond repair
M	Mothballed
D	Demolished-entire site
DD	Demolished-portion of site (i.e. some historic primary or secondary buildings remain)

SURVEY FORM-MAIN BODY

NAME OF RESOURCE/HOW DETERMINED: (Dropdown Menu Available)

Enter the name of the resource and code how it was determined.

If several names are known, **enter the name least likely to change**. For example, the original owner or builder is preferred since it continues to be meaningful regardless of changes in ownership or use.

4

0	Unknown/not applicable
1	Original owner or builder
2	Historic atlas or map
3	Significant persons or events associated with the property
4	Original or later significant uses of the property
7	Accepted professional, scientific, or technical name
8	Location
10	Type of Building (house, store, etc)
9	Other

2. ADDRESS/LOCATION:

For urban resources and most rural resources, enter the street address. For rural resources with conflicting address information, please provide the description of the location as follows, in addition to the information required in #3 and #29

> Name of the road
> Number of road and whether US, KY, or Co
> Cardinal direction (N-S-E-W) from road
> For example: South side of Justice Road (KY 441)

The owner contact name and address must be recorded for properties being documented as part of the following processes: State-level or other intensive forms of documentation, National Register nominations, Main Street organization's survey.

3. GEOGRAPHIC DATA:

Please record the USGS quadrangle name and the date of its publication in this section. USGS topo maps and map information can be found and downloaded for free at: http://store.usgs.gov/b2c_usgs/usgs/maplocator/(ctype=areaDetails&xcm=r3standardpitrex_prd&carea=%24ROOT&layout=6_1_61_48&uiarea=2)/.do
The USGS store website is searchable by address or by topographic map name. A recent change in website browser compatibility has been noted at this office. It appears that the website currently (2016) works best using Internet Explorer.

Following the National Register guidance for mapping, the KHC no longer requires UTM references for KHC Survey forms. You should use latitude and longitude coordinates obtained from Google Earth, ArcGIS, or a similar free online mapping program. The coordinates are required to be provided as decimal coordinates in WGS/NAD datum. Please note that each point should be in decimal degrees extending to at least six decimal points.

The tutorials found in the NRHP Bulletin below provide step-by-step instructions on how to use various free online mapping services to obtain this information in the proper format. Each free online application has its advantages so please review this guidance thoroughly before you provide latitude and longitude coordinates.
NRHP mapping guidance and tutorial can be found at:

4. FIELD RECORDER/AFFILIATION

Enter the name and affiliation of the person or persons who conducted the field documentation. Affiliation refers to the organization, agency, or business that the surveyor is associated with, if any.

5. DATE RECORDED

Record the date of the field documentation.

6. SPONSOR/INITIATION (Dropdown Menu Available)

Enter the name of the survey sponsor. The sponsor is typically the person or organization who initiated the project. In the case of Environmental Review projects, please note the client for the survey project.

Record the reason the project was initiated.

0	Unknown/not applicable	4	National Register listing (NRHP)
1	Survey and planning grant	6	Personal Project (homeowner)
2	CLG program project	7	Main Street program project
3	Review & Compliance	5	Other (specify)

7. PREVIOUSLY RECORDED: (Dropdown Menu Available)

Please note past levels of documentation. Use grey box to type in any additional levels of documentation.

0   Not previously recorded
1   National Register (NRHP) listed
2   KY Survey
3   Designated by city or county (district or individually)
4   Main Street program Survey

8. REPORT REFERENCE/NR REFERENCE:

For any project which results in a survey, cultural historic survey report, or a National Register of Historic Places (NRHP) nomination, enter the report title or name of nomination here.

9. ORIGINAL PRIMARY FUNCTION (Dropdown Menu Available)

Enter the original primary function from the dropdown menu options. Mac users should use grey boxes to enter the three letter computer code, taking the first two digits from the general heading and the third from the specific type. For example, if the primary resource is a single family house, then the code will be 01A- Single family dwelling.

Enter the most specific category and subcategory. For example, use "Education/educational-related housing" rather than "Domestic/institutional housing" for a college dormitory.

01   Residential/Domestic
0   Residential - Unknown
A   Single dwelling
B   Multiple family dwelling
C   Non-farm residential outbuilding (garages, workshops, etc.)
D   Hotel/inn
F   Camp/temporary habitation (summer camp, fishing camp, etc.)
I   Non-farm residential structure/objects (swimming pool, fish pond, tennis courts, permanent statuary, etc.)
H   Other (specify)

02   Commercial/ Professional/ Office
0   Commercial - Unknown
A   Business (office building)
B   Professional office
C   Organization/association headqrtrs (trade union, labor union, professional association, etc.)
D   Financial institution
E   Specialty store/shop
F   General store/department store
G   Restaurant/bar/tavern
H   Warehouse/commercial storage
2   Commercial/residential building
3   Other

03   Social
0   Social - Unknown
A   Meeting hall (Political party based or ethnicity affiliation i.e. German American Club)
B   Fraternal organizations (Masonic lodge, Lions club, Ruritan, etc.)
C   Membership-only private social club (country club, golf club, etc.)
E   Other

04   Government/Public
0   Government/Public – Unknown
A   Capitol
B   Town/city hall
C   Correctional facility/jail/prison
D   Fire station
E   Government office

F	Diplomatic blding/Embassy/Consulate
G	Customs house
H	Post office
I	Public works (sewer system, water plant, etc)
J	Courthouse
K	Other

05   Educational/Intellectual

0	Educational/Intellectual - Unknown
A	School
B	College/university
C	Library
D	Research facility (lab, observatory, planetarium, etc.)
E	Educational-related housing (dorms, orphanage, etc)
G	Fraternity or sorority house
F	Other

06   Religious

0	Religious- Unknown
A	Church/religious building
B	Ceremonial site
C	Church school
D	Church-related residence
F	Church camp site
G	Temple/Synagogue
H	Mosque
I	Religious themed garden and/or structures (Grotto, Bathtub Mary, etc.)
J	Religious-affiliated institutional housing (Convent, poor house, orphanage, monastery, etc.)
E	Other

07   Funerary/ Mortuary

0	Funerary/Mortuary-Unknown
A	Cemetery/ general
B	Graves/burials-unmarked
D	Cemetery/public
E	Cemetery/private
F	Cemetery/religious association
G	Cemetery/African American
H	Mausoleum
I	Funeral Home
J	Crematorium
K	Pet Cemetery
L	Grave marker
C	Other

08   Entertainment/Recreation/Cultural
0   Entertainment/Recreation/Cultural-Unknown
A   Theatre/cinema
B   Auditorium
C   Museum/exhibition
D   Music facility
E   Sport facility
F   Outdoor recreation (campground, picnic area, hiking trail, etc.)
G   Fair grounds/amusement park
H   Public monument/marker
I   Public art work (sculpture, carving, rock art, etc.)
K   Community Center
J   Other

10   Industrial/Engineering
 0   Industrial/Engineering - Unknown
A   Processing/manufacturing facility (mill, factory, pottery kiln, etc.)
B   Extractive facility or site (coal mine, oil derrick, quarry, salt mine, etc.)
C   Water-related facility (water tower, reservoir, canal, dam, etc.)
D   Power/energy facility (wind turbine, power plant, hydroelectric dam, etc.)
E   Communication-related facility (printing plant, TV station, radio station, etc.)
G   Industrial storage (warehouse)
F   Other

12   Health Care
0   Health Care - Unknown
A   Hospital
B   Clinic
C   Nursing home
D   Medical business/office
E   Resort/spa
G   Fitness facility/wellness center
H   Health-related institutional housing (TB Sanatorium, nurse's housing, etc.)
F   Other

13   Military
0   Military - Unknown
A   Arms storage (magazine, etc.)
B   Fortification
C   Post/military base
D   Battle site
E   Coast guard facility
F   Naval facility
G   Air facility
K   Armory
L   Military-related social hall (Legion Hall, etc.)

M	Military barracks
H	Other

15   Parks/Landscape/Open Space

0	Parks/Landscape/Open Space - Unknown
B	Park space-public or private
C	Plaza/public square/planned green space/commons
E	Garden
F	Forest
G	Vacant lot
I	Underwater site
J	Natural feature (mountain, tree, river, etc.)
K	Street furniture/object (street light, fire hydrant, newspaper box, phone booth, etc.)
M	Wildlife refuge/habitat
N	Zoo
O	Park structures (picnic shelter, gazebo, swimming pool, tennis courts, baseball field, basketball court, etc.)
L	Other

16   Transportation

0	Transportation - Unknown
A	Rail-related (railroad line, station, etc.)
B	Air-related (airport, hangar, etc.)
C	Water-related (lighthouse, boat, etc.)
D	Road (vehicular) related (parkway, toll gate, highway, etc.)
E	Pedestrian-related (walkway, boardwalk, etc.)
F	Bridge
H	Culvert
I	Parking structure
J	Parking lot
G	other

17   Agricultural Outbuildings

0	Agricultural Outbuildings - Unknown
A	Granary
B	Tobacco Barn, Air-Cured
C	Tobacco Barn, Fire-Cured
D	Detached Stripping Shed
E	Bank Barn
F	Stable, Mule
G	Stable, Sheep
H	Multi-Purpose Barn
I	Hemp Barn
J	Grain Silo
K	Corn crib
L	Chicken House

M	Horse Barn, General
N	Horse Barn, Training
O	Horse Barn, Breeding Shed
P	Run-in Shed
Q	Stock barn
R	Dairy barn
S	Hay storage
T	Barn, function unknown
U	Barn, storage or vacant
V	Hog barn
W	Broiler/brooder house
Y	Machine Shed
X	Other

18   Farm Structures

0	Farm Structures - Unknown
A	Scale House
B	Pumping Station
C	Water storage (above-ground)
D	Water Gap
E	Paddock Area
F	Pasture Area
G	Well house
H	Race Track, Horse
I	Wind Mill
J	Cistern
K	Entry Gate
M	Cattle chute/loader
N	Other

19   Domestic Outbuildings

0	Domestic Outbuildings - Unknown
A	Smoke House
B	Meat House
C	Spring House
D	Housing for Enslaved persons
E	Tenant House
F	Privy
G	Carriage House
H	Ice House
I	Root Cellar
J	Kitchen, Detached
K	Dairy
L	Back House
M	Garage (farm only)
N	Shed (farm only)

O	Workshop (farm only)	
P	Business Office (farm only)	
V	Greenhouse	
W	Warm house	
X	Other	

20   Fencing

0	Fencing - Unknown
A	Massed Fencing/Wattle (wooden only)
B	Post and Rail Fence
C	Vertical Rail Fence/Pale Fence
D	Board Fence, Interior Battens
E	Board Fence, Exterior Battens
F	Virginia Rail Fence (aka Worm fence)
G	Stone Fencing, dry-laid
H	Stone Fencing, edge fence
I	Stone Fencing, mortared
J	Wire Fencing
K	Chain Link Fencing
L	Wrought-Iron Fencing
M	Cast-Iron Fencing
X	Other

960	**Work in progress**
99M	**House Museum, Historic Attraction**
99V	**Vacant/Abandoned (Site is extant but not in service)**

10. CURRENT PRIMARY FUNCTION (Dropdown Menu Available)

Enter the current primary function. See category 9 above for codes. Mac users should use grey boxes to type in the three-digit codes from the list below. For example, if the primary resource is a single family house, then the code will be 01A- Single family dwelling

11. ORIGINAL CONSTRUCTION DATE (Dropdown Menu Available)

Give the estimated construction date using the codes below. If the specific construction date has been documented by a specific source such as a date plaque or construction drawings, enter it in the space provided for documented date and **cite the reference source for specific construction dates in comments section or continuation sheet**.

0	undetermined		5	1875-1899
A	2001-Present		6	1850-1874
1	1975-2000		7	1825-1849
2	1950-1974		8	1800-1824
3	1925-1949		9	Before 1800
4	1900-1924			

12. **MAJOR ADDITIONS/MODIFICATIONS (Dropdown Menus Available)**

Please complete this category only if the building has undergone major additions or modifications. Select the date of major additions and modifications from the dropdown menu or from the list of codes in #11 above.   Enter the location of the addition as related to the original building footprint.

Major additions are defined as alterations to the building's massing, size, scale, and architectural features that may impact the historic integrity of the property and its environment. These additions may be within or outside the property's proposed period of significance. **Major modifications** are typically the wholesale introduction of non-historic materials to a significant portion of the property.

      A   Front
      B   Side
      C   Rear
      D   Upper Story
      E   Other

Thoroughly describe any major additions/modifications in #25. For example: addition of second pen, addition of second floor, vegetation altered, or run-in shed added. Do not use this space to record the addition of stylistic surface features.

13. **MODIFICATION ASSESSMENT (Dropdown Menu Available)**

Please note the amount of alteration on this site. This assessment should assist the surveyor with the evaluation of the resource's integrity. Please keep in mind, though that the integrity should be balanced in regard to the significance of a resource in question.

      0   N/A
      1   Little or no alteration
      2   Moderate alteration
      3   Major unsympathetic alteration
      4   Rehabilitation undertaken, follows the Secretary of Interior's Standards
      5   Restoration undertaken, follows the Secretary of Interior's Standards
      6   Relocated

14. CONSTRUCTION METHOD AND MATERIAL (Dropdown Menu Available)

This is the construction method and material, not the wall cladding. Enter the original/primary method first followed by the subsequent/secondary methods. As in all cases if further room is needed, use a continuation sheet and place an asterisk next to the number.

00	Undetermined	L6	Log, square notch
H1	Heavy timber frame, mortise and tenon	L8	Log, saddle notch
H2	Timber frame with nogging (brick, sod blocks, etc.)	S1	Stone, drylaid
		S2	Stone, mortar
H3	Combination/timber braced frame	B0	Brick
W1	Box frame (vertical plank)	P0	Poured concrete
W2	Balloon frame	P1	Concrete block
W3	Frame construction, type unknown	C1	Clay tile
L1	Log, notch unknown	M1	Metal
L2	Log, full dovetail	PP	Prefabricated Panel
L3	Log, half dovetail	VV	Veneered
L4	Log, v-notch	XX	Other (specify)
L5	Log, diamond notch		

15. EXTERIOR WALL CLADDING (Dropdown Menu Available)

Record the exterior wall material in the spaces provided. Note that there are spaces for *original* wall material and *replacement* material provided. So if a building has vinyl siding over weatherboard, you will fill both spaces accordingly– if the original material is not apparent, simply put vinyl in the replacement category and unknown for the original material. In many cases, such as masonry or exposed log, the primary wall material is the same as the construction material. Frame buildings, and many log buildings, typically have an exterior wall covering. Many twentieth century buildings have a brick or stone veneer with a balloon or platform framing system. The framing system in these cases is different than the wall cladding.

L	Log	Z	Wood vertical board
H	Stone	R	Wood shingle
B	Stone veneer	M	Stucco/plaster
C	Brick veneer	N	Terra cotta
D	Brick, other bond type	S	Poured concrete
E	Brick, common bond	O	Concrete block
F	Brick, English bond	3	Rusticated concrete block (Sears block)
G	Brick, Flemish bond	P	Glass curtain wall
I	Wood weatherboard	PP	Prefabricated panel
K	Wood board and batten	T	Pressed tin
1	Wood shiplap siding (tongue and groove)	U	Corrugated metal
		V	Aluminum siding

W	Asphalt shingle	5	Asphalt brick siding
X	Asbestos shingle	6	Metal enamel (Lustron, etc.)
Y	Vinyl siding	7	Beaded Clapboard
A	Fiberboard siding (Hardieplank, etc.)	Q	other(specify)
4	Permastone		

16. DIMENSIONS (Dropdown Menu Available)

Record the height of building in stories as shown below. If known, give the actual measurements of other resources. For large rural properties or properties proposed for NRHP listing, enter the estimated acreage of the property in the space provided.

Building Height:

Blank	Not reported	D	2-½ story
A	1 story	E	3 story
B	1 -½ story	F	multi-story (more than 3)
C	2 story		

17. ARCHITECTURAL FORM/SHAPE (Dropdown Menu Available)

Please note the primary form or shape of the building(s) in plan view. The McAlester Field Guide (2013) has a great section on shape/form that will help you with this category if you are not used to thinking of building in this manner.

A	Square or rectangular
B	Asymmetrical/Irregular (many corners)
C	Round
D	Octagonal
E	Other (specify)

18. ARCHITECTURAL TYPE (Dropdown Menu Available)

This category should only be completed by surveyors who meet the Secretary of the Interiors (SOI) Qualification Standards for Architectural Historians and who have at least experience performing field survey in Kentucky. If you do not meet these qualifications, please leave this section blank. The SOI qualification standards can be accessed online at: https://www.nps.gov/history/local-law/gis/html/quals.html In addition, this category should only be used with intensive survey and/or when the surveyor goes inside the subject property. At this time, the types below apply only to housing.

The codes below and in the dropdown boxes correspond to well-known house types. These types are derived by architectural historians based on field work and study of a building's design, materials, and floor plans. Taken together, these items comprise a specific type. The fieldworker will find that

actual houses vary from these ideal types in numerous ways, ranging from minor differences of fenestration to major differences such as subdivision of rooms or placement of staircases. The careful observation of the variations of type can lead to important insights into the historic significance of an area's resources.

In many cases the plan of a given house evolved over time. Since most houses receive additions or undergo other changes, few will be observed that are pure forms. In some cases, a series of additions will make the original plan almost unreadable, at least without in-depth investigation beyond the scope of exterior survey. **Therefore, it is important to report only current conditions on this form. Speculation is encouraged, however, as to a building's past type/style in #25.**

The Survey Coordinator should be consulted if you are uncertain whether differences in window, door, stair, or chimney placement constitute minor variations or indicate new types all together. The KHC will consider these variations in type on a case-by-case basis and determine whether this type marks a major variation on an established plan, or an entirely different plan, previously unrecognized. In such cases, the Survey Coordinator may approve assigning of a new code to identify the plan.

Early 19th – mid 19th century Types

A   Single pen, square (log only)
AA   Single room, square (frame, brick, or stone)
B   Single pen, rectangular (log only)
BB   Single room, rectangular (frame, brick, or stone)
C   Double pen (log or portion log only)
CC   Double room (frame, brick, stone – fairly equal sized rooms)
D   Dog-trot (log or portion log only)
DD   Dog-trot enclosed (log or portion log only)
DDD   Dogtrot (frame, brick, or stone)
F   Saddlebag, double door (log or portion log only)
FF   Saddlebag (frame, brick or stone)
V   Saddlebag, single door (log or portion log)
W   Saddlebag, lobby (log or portion log)
E   Hall-parlor
H   Central passage, double pile
K   Central passage, single pile
G   Central passage, with service ell
L   Side passage, single pile
LL   Side passage, double pile
T   Side passage, with service ell

Mid-to-Late 19th Century Types

I   I-house
N   T-plan
P   Shotgun
R   Cumberland (two door/no central hall)
X   NKY Townhouse
Y   Two-room, integral lean-to

Late 19th – Mid-20th Century Types

I   I-house
Q   Bungalow
R   Cumberland (two door/no central hall)
S   American Foursquare
J   Ranch
M   Minimal Traditional/Am. Small House
MM   Cape Cod (subtype of Min Trad)
Z   Split-level

U   **Undetermined/not applicable**
O   **Other (specify)**

19. **ARCHITECTURAL STYLE (Dropdown Menus Available)**

This category should only be completed by surveyors who meet the Secretary of the Interiors (SOI) Qualification Standards for Architectural Historians and who have experience performing field survey in Kentucky. **If you do not meet these qualifications, please leave this section blank.** The SOI qualification standards can be accessed online at: https://www.nps.gov/history/local-law/gis/html/quals.html

Approach to Use of Style

Style alone should **never** be the sole deciding factor of a property's significance. Rather it should be viewed as one component for understanding and describing a property. The examination of style should always be used in tandem with study of the property's size, building shape(s), typology, construction materials, and historic archival information to help understand its chronology. When combined with study of archival sources, typologies, and construction materials, style can help define a property's significance. See Gabrielle M. Lanier and Bernard L. Herman, *Everyday Architecture of the Mid-Atlantic: Looking at Buildings and Landscapes* (Baltimore and London: Johns Hopkins University Press, 1997), Chapter 4.

Recording Style on Form

Please choose from the dropdown menu the style or styles represented on this property. If the style refers to a resource other than the primary resource, then please note which resource this style is referring to. Code all applicable styles if there is more than one present. For the "Other" category, please use the grey box next to the closest stylistic time frame. Please describe and reference your academic source if outside the dropdown options in #25.

The periods offered here are guidelines only. It is not uncommon to find a building that was constructed later than the dates indicated. In such a case, code the correct style name and indicate the construction date at # 11.

Reference Sources

This form relies heavily on domestic architectural style terminology post-1880 as developed by the McAlester style manual. For reference, see Virginia McAlester. *A Field Guide to American Houses*. Second Edition. (New York: Alfred A. Knopf, 2013). Kentucky sources include Julie Riesenweber, "Historic Architecture," in *Our Kentucky: A Study of the Bluegrass State*, ed. James C. Klotter, Chapter 16, pages 249 – 263.

00   No discernable style

2   Early Republic c. 1780-1835
1   Federal
2   Other (specify)
G   Georgian

V   Vernacular Settlement

3   Mid-19th Century/Romantic c. 1835-1880
 1   Greek Revival
2   Gothic Revival
3   Italianate
O   Octagon
V   Vernacular antebellum
X   Commercial antebellum
Z   Industrial antebellum
4   Other (specify)

4   Victorian c. 1840-1910
3   Second Empire
4   Stick/Eastlake
5   Queen Anne
6   Shingle Style
7   Richardsonian Romanesque
8   Renaissance Revival
S   Swiss Chalet
E   Exotic Revivals (Oriental or Egyptian influenced)
F   Folk Victorian
V   Vernacular Victorian
X   Commercial Victorian
Z   Industrial Victorian
9   Other (specify)

5   Turn-of-Century Revival Styles (TOC) c. 1880-1940
1   Colonial Revival
2   Neoclassical
3   Tudor Revival
4   Late Gothic Revival
5   Spanish/Mission/ Pueblo
6   Beaux Arts
8   Chateauesque
D   Dutch Colonial Revival
F   French Eclectic
V   Vernacular TOC
X   Commercial TOC
Z   Industrial TOC
7   Other (specify)

6   20th Century American c. 1900-1940
1   Prairie /Wright inspired
3   Chicago Commercial Style
5   Craftsman

R	Lodge/Rustic			
V	Vernacular Early 20th Century			
X	Commercial Early 20th Century			
Z	Industrial Early 20th Century			
2	Other			

7   Modern c. 1920-present

A   A-Frame
D   Art Deco
1   Art Moderne
2   International Style
3   Mass/National/Popular (commercial chain—fast food, service stations, etc.)
4   Novelty (diners, Wigwam Village, etc.)
R   Ranch
S   Spanish Revival
V   Mid-century Vernacular
X   Mid-century Commercial
Y   Contemporary
Z   Mid-century Industrial
5   Other

20. FOUNDATION WALLS (Dropdown Menu Available)

Enter and code the foundation type and material.

TYPE

0	Unknown/not visible		2	Continuous
1	Piers		3	Other

MATERIAL:

0	Unknown/not visible		R	Poured concrete
S	Stone		C	Concrete block
B	Brick		Z	Rusticated concrete block (Sears)
D	Stuccoed/parged		X	Other (specify)
E	Wood blocks/wood posts			

21. ROOF (Dropdown Menu Available)

Code and enter the roof configuration and covering.

Configuration:

A	Gable, side		F	Parallel gables
B	Gable, front		G	Shed (half-gabled)
C	Pedimented gable		H	Parapet wall
D	Cross-gabled		I	Hip
E	Clipped gable		II	Cross-hipped

J	Gable on hip		N	Mansard
JJ	Parallel hips		P	Shed
K	Half-hipped		Q	Flat
L	Pyramidal		R	Monitor
M	Gambrel		S	Other (specify)

Slope:

1	Low – Less than 30 degrees
2	Normal – Between 30 – 45 degrees
3	Steep – Greater than 45 degrees

Covering:

0	Undetermined/not visible		9	Metal sheet roofing (not standing seam)
1	Wood shingles			
2	Metal shingles		10	Corrugated panels (iron, aluminum, etc.)
3	Slate tile			
4	Ceramic tile		11	Board roofing (wooden)
5	Asphalt shingle		12	Earthen roofing
6	Built-up roofing (tar)		8	Other (specify)
7	Standing seam metal			

22. ARCHITECT/BUILDER

If the architect or builder is known, enter name(s) in the space provided. **Please cite the source of this information.**

23. WINDOWS (**Dropdown Menus Available**)

Check the appropriate box depending on whether the windows are historic or modern replacement windows. If there is a mixture of both modern and historic, please check both boxes.

Current Material:

W	Wood sash
M	Metal sash
V	Vinyl sash
C	Composite

Sash Operation:

F	Fixed
D	Double hung or single hung
C	Casement
S	Sliding

H	Hopper
A	Awning
P	Pivot
L	Louver/Jalousie
X	Other

Glazing Pattern:

S	Single light
M	Multi-light

24. SUPPORT RESOURCE AKA OUTBUILDINGS (Dropdown Menu Available)

The historic outbuildings of a site are a very important part of the context and should not be overlooked. Please note the presence and number of outbuildings using the dropdown menu below. If outbuildings are noted, please complete #27 and #28 below AND provide photographs for each building.

0	None
A	1-5
B	6-10
C	11-15
D	16+

For a detailed description of outbuildings and barns, please refer to the following sources:

Rachel M. Kennedy and William Macintire. *Agricultural and Domestic Outbuildings in Central and Western Kentucky, 1800-1865.* Frankfort: Kentucky Heritage Council, 1999. Online at: http://www.heritage.ky.gov/NR/rdonlyres/838BC32D-B376-4D6E-963B-3DFE75DE342A/0/Outbuildings.pdf

William Macintire with Janie-Rice Brother, Rachel Kennedy, Danae Peckler, and Jennifer Ryall. *A Survey of Historic Sites in Rural Marion and Washington Counties, Kentucky.* Kentucky Heritage Council, 2009. Online at: http://www.heritage.ky.gov/natreg/histbldgsurv/rhdireport.htm

Allen G. Noble and Richard K. Cleek. *The Old Barn Book*. New Brunswick, NJ: Rutgers University Press, 1995.

25. COMMENTS/HISTORICAL INFORMATION

Please include your comments on the continuation sheet, under #25 (continued). Please summarize your field notes in this section. It is not necessary to reiterate the basic information from the survey

form; however, if you provide an NRHP evaluation, you must describe the entire site with as much detail as necessary to justify your evaluation.

If you have historic information on the site, such as old photos, maps, census data, and etc., please include within this section of the form.

26. A & B PHOTOGRAPHS:

Technology Tips

Please digitally paste in an image of the surveyed resource in the space provided on the first page. Additional photos should be included on the continuation sheets. For information on how to insert photos into Word documents, please see: http://www.wikihow.com/Put-Photos-in-a-Microsoft-Word-Document

Please note that Photos A and B on the first page can be inserted by clicking the photo icon in the middle of the photo boxes. Clicking here will take you to your photo files on your computer. You can access other data storage locations with photos on your computer by clicking the appropriate drive on the left navigation pane or at the top navigation bar.
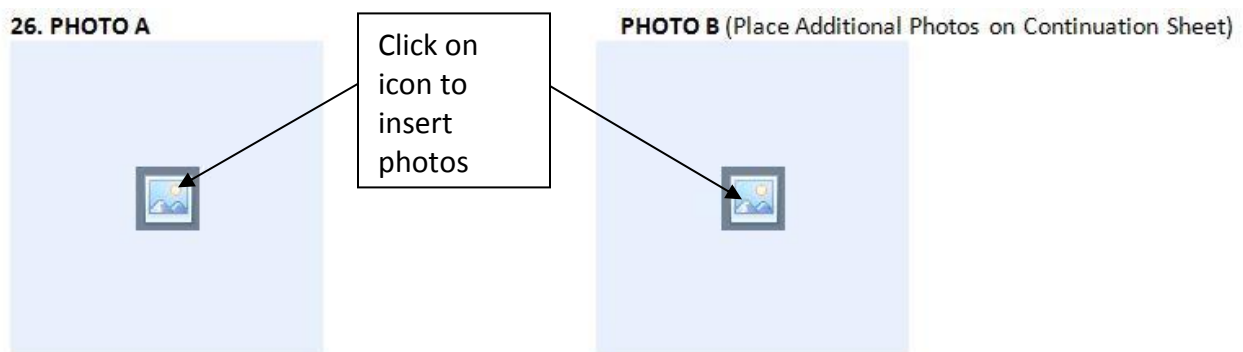
Coverage and Best Practices

Photographs should give an honest visual representation of a surveyed property's potential historic integrity; historic and nonhistoric features; and the spatial relationships between resources on a site with multiple resources. Photos should illustrate the qualities used to make a determination of eligibility for the property in question.

FASH-146, Oldham House. Photo taken on three-quarter angle showing the rear (west elevation) and north elevation.

All historic resources documented at the identification level, including support resources, must be photographed. This includes resources documented in #27 and #28 below. A three-quarter angle photo of each resource (displaying two sides) is appropriate as long as each side can be clearly viewed. See sample photo above. A single photo can normally suffice for nonhistoric resources.

- While photographic coverage will vary depending on the size and significance of the resource being recorded, the surveyor should **never** skimp on images. Especially since the advent of digital, photography is one of the least expensive components of the survey and in many cases there may never be another opportunity to photograph the resource
- Please provide extensive coverage of the property. It is far better to take more digital photos than fewer when on site, as it can be time-consuming ($$) to return to a site for additional photos
- Please remove your vehicle from the photo, if at all possible
- Please do not take photos from your vehicle, but rather utilize the public right-of-way to stand and photograph the resource, where safety is assured
- If recording the site at an intensive level, i.e. for a NRHP nomination or for State-Level documentation, please provide exterior views of all sides of the primary building and three-quarter angle shots of all important support resources. Interior photography is required for intensive level survey. If interior photography is limited or restricted, please contact KHC staff to discuss further
- If recording the site for a less intensive survey, take at least two photos of the primary resource from different angles and at least one photo of each support resources
- Context shots should be provided for all large scale properties and all properties in which the landscape setting is an important feature

- If there is vegetation obscuring the site, please have the vegetation removed for intensive survey. For less intensive survey, observe the property from different angles to determine the best angle for clear photography. If time permits, wait until the late fall or winter season, as vegetation is at a minimum and will not obscure the resource. In situations where the vegetation is a historically significant part of the resource's setting, please photograph it and note that in #25
- Review images you took on your camera before leaving the site to be certain that: (1) you took clear images that are not dark or backlit; (2) you did not accidentally cut off portions of the surveyed resource; and (3) the image is in proper focus
- If you are taking interior photographs, a tripod can be very useful – using a tripod with available light or available light with a flash fill often produces better results than using the on-camera flash alone.
- Please note that National Register photography standards may differ and should be discussed with the KHC National Register Review Coordinator. In addition, state level documentation standards and mitigation-related efforts may differ as well and should be discussed with SHPO staff in advance of your field work.
- For tips on architectural photography documentation, see John Burns (ed.), *Recording Historic Structures*, and Gabriel Lanier & Bernard L. Herman, *Everyday Architecture of the Mid-Atlantic*, 335-341.

Digital Photography Labeling and Submission Guidelines

Digital photography is encouraged for KHC Survey forms. The KHC Survey program no longer requires CD or DVD submissions of digital images. You are encouraged to keep these images labeled in your files until the review period is complete, however. Please note that National Register labeling and submission standards are different and should be discussed with the KHC National Register Review Coordinator.

KHC survey photograph files should be labeled according to the convention below and coordinated with the labeling as it was done in the example below.

County AbbreviationSiteNumber_Photo Number

For example, three photographs of the Gardner house (HT-301) in Hart County would be HT301_01, HT301_02, and HT301_03. Features at a site that have sub-numbers, such as outbuildings, are named accordingly: CountyCodeSite NumberSubNumber_PhotoNumber, thus HT301.1_01, HT301.1_02, etc.. All photos should be rotated so they are right side up. Images of poor quality or redundant images should be deleted.

If there are multiple resources on the site, please key the photos into the support resources table as displayed in the Campbell County example below.

30. SUPPORT RESOURCES:

	FUNCTION	CONSTRUCTION DATE	METHOD/MATERIAL
CPD-1340_1	J. Webster Cottage	1: 1975-2000	W3 / Frame, type unknown
CPD-1340_2	M. Webster Cottage	4: 1900-1924	W3 / Frame, type unknown
CPD-1340_3	A. Catanzaro Cottage	3: 1925-1949	P1 / Concrete Block
CPD-1340_4	D. Webster Cottage	4: 1900-1924	W3 / Frame, type unknown
CPD-1340_5	P. Sandman Cottage	3: 1925-1949	W3 / Frame, type unknown
CPD-1340_6	A.Welch Cottage	A: 2001-Present	W3 / Frame, type unknown
CPD-1340_7	Joe Webster Cottage	3: 1925-1949	W3 / Frame, type unknown
CPD-1340_8	C.Rittinger Cottage	3:1925-1949	W3/Frame,type unknown
CPD-1340_9	K Sanzenbacker Cottage	A:2001-Present	W3/frame, type unknown
CPD-1340_10	B. Welch Cottage	2:1950-1974	W3/Frame, type unknown
CPD-1340_11	W. Welch Cottage	4:1900-1924	W3/Frame, type unknown
CPD-1340_12	C. Kelsey Cottage	4:1900-1924	W3/Frame, type unknown
CPD-1340_13	S. Lyle Cottage	4:1925-1949	W3/Frame, type unknown
CPD-1340_14	T. Webster Cottage	4:1900-1924	W3/Frame, type unknown
CPD-1340_15	M. Smith Cottage	4:1900-1924	W3/Frame, type unknown
CPD-1340_16	C.Maus Cottage	3:1925-1949	P1/Concrete Block
CPD-1340_17	Dance Pavilion facing west	4:1900-1924	W3/Frame, type unknown

J. Webster Family Cottage CPD-1340_7. C. 1925-1949. One story frame on concrete block Piers. Facing west.

In addition to the photo labeling convention, the photo should have a brief sentence below or above it describing the view in question. This narrative description should contain, at a minimum, the KHC

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photo labeling convention and the side of the resource in question using cardinal direction. See example below.

CPFT-125_01, Hubbard Main House, Façade (north elevation)

27. **SUPPORT RESOURCES: (Dropdown Menu Available)**

If you answered yes in #24, please complete the table in this section and #28. Support resources are defined as outbuildings, such as garages, sheds, barns, swimming pools, statuary, or other elements important in the primary resource's setting.

Be sure to count all substantial buildings, structures, sites, and objects located within the property's boundaries regardless of age. Small impermanent objects, such as statuary, bird baths, or small ponds, need not be counted, unless they contribute to the property's historic significance. If this documentation is intensive in nature and/or intended for NRHP listing, all resources should be documented in this section. Questions on what to include should be directed to the Survey Coordinator.

28. **SITE PLAN:**

A site plan is necessary if you answered #24 and #27 above. The site plan is not necessary if there are no support resources on site.

The following elements must be included on the site plan:
- Label each resource on a site plan and key into the table called Support Resources in #27. The principal resource documented should be annotated with the survey number, but need not be included in the Support Resources Table. Use the same labeling system to annotate your photographs so it is clear which support resource is being documented.
- Site plans can be produced by using the Microsoft Office-based Snipping Tool (under accessories) from any online mapping program that has an aerial view option. Alternately, hand-drawn or computer-drawn site plans are acceptable as long as the plan is labeled as noted in the bullet point above, and includes nearby roads/streets names, a north arrow, and any distinctive geographic features in proximity such as lakes, rivers, or notable topographic

formations. In addition, hand or computer generated site plans should be to scale and reflect the actual spatial relationships and orientations of the resources documented. Aerial maps are preferred.

- If using the aerial feature in an online mapping service, please be certain that the view is close enough to see how the resources relate to one another. If the site is large, consider dividing the site plan into smaller pieces for clarity. If it is difficult to see the resources in aerial view due to vegetation, try at least one additional aerial mapping program for an alternate, clearer view. If necessary, you may insert building footprints onto an aerial map utilizing a color that differs from the overall map for clarity. For more information on various free online mapping programs and their advantages, please see the NRHP mapping guidance at: https://www.nps.gov/nr/publications/bulletins/GIS_maps/GIS_Guidance_2013_05_15.pdf
- Please label each building, structure, or object in a color that contrasts with your map.

An example of this type of site plan and keying to the site plan are included below. Please note that you may use letters or numbers to label support resources; however, please remain consistent in your use of these on the form i.e. if you utilize sub-numbers please continue use of sub-numbers in the narrative description and labeling your photos. The example below is from a 2014 form.

30. SUPPORT RESOURCES:

SITE PLAN KEY	FUNCTION	CONSTRUCTION DATE	METHOD/MATERIAL
JF-482A	Modern office building	1: 1975-2000	W3 / Frame, type unknown
JF-482B	Garage (converted cottage)	1: 1975-2000	P1 / Concrete Block
JF482C	Cottage	5: 1875-1899	W3 / Frame, type unknown
JF-482D	Main House	5: 1875-1899	W3 / Frame, type unknown
JF-482E	Gazebo	1: 1975-2000	W3 / Frame, type unknown

31. SITE PLAN (Complete if #27 was answered or if you are using sub-numbers):

29. **MAP:**

Please insert a topographic map or aerial view of the resource in question in the space provided. This view should display the resource in context and include nearby roads/streets, rivers/creeks, and/or other important geographic location features. You may need to annotate the map in order to display road/street names. If you chose to display other surveyed properties on your map, please highlight the resource being documented in some noticeable way on your map (highlighted, different color, etc.).

Free online mapping resources are available and discussed in detail in the NRHP guidance at: https://www.nps.gov/nr/publications/bulletins/GIS_maps/GIS_Guidance_2013_05_15.pdf

The USGS store website is searchable by address or by topographic map name. A recent change in website browser compatibility has been noted at this office. It appears that the website currently (2016) works best using Internet Explorer. The site is searchable by address or by topographic map name.

USGS topographic maps can be downloaded for free at: http://store.usgs.gov/b2c_usgs/usgs/maplocator/(ctype=areaDetails&xcm=r3standardpitrex_prd&carea=%24ROOT&layout=6_1_61_48&uiarea=2)/.do

Historic maps are welcomed under #25. They are not, however, acceptable as the required current map of the resource, as they do not provide us with the appropriate data for entry into our GIS database.